



Elk Grove Community Services District
Parks and Recreation Department

JOB ANNOUNCEMENT

Kid Central Site Director

(PART-TIME – YEAR ROUND)

Under supervision, the Kid Central Site Director typical duties will include: Planning, implementing, and leading activities such as games, arts, music, drama, and other educational, socialization, and recreational experiences for children ages 5-12; scheduling, training, and leading staff and volunteers; chaperoning field trips; ensuring compliance with department and program policies, safety procedures; answering questions and handling complaints from participants and the general public over the telephone and in person; monitoring program equipment, materials, and supplies; overseeing recordkeeping, report preparation, and basic office administrative duties; overseeing and performing facility, site, and equipment set-up, take down, and housekeeping; opening and closing facilities.

Knowledge of: Principles and practices of customer service, recreation programming, effectively working with children, leadership and supervision, workplace safety, especially as it relates to the program, English usage, spelling, grammar, and punctuation; basic mathematics; telephone etiquette; basic office methods and procedures.

Minimum qualifications: Must have one year of progressively responsible experience in planning and organizing a children's recreation program and 12 college units in Child Development, Recreation, or closely related field. Must possess a valid California Class C Driver's License and a clean driving record as a condition of initial and continued employment. CPR and 1st Aid certification must be obtained within the first 60 days of employment and are requirements for continued employment.

Work Site Location:	Laguna Town Hall
Starting Date of Employment:	immediately
Hours:	approx. 35 hours/week
Shifts Needed:	various between 7:00a.m. – 6:00p.m., M - F
Salary Range:	\$10.25 - \$13.08/hr DOQ

APPLICATION: Available at Elk Grove Community Services District (CSD), Parks and Recreation Dept., 8820 Elk Grove Blvd. Suite 3, Elk Grove, 95624, or download from our website:
www.egcsd.ca.gov.

Send completed application to:

Jennifer Campbell
Elk Grove CSD, Dept. of Parks & Recreation
8820 Elk Grove Blvd., Suite 3
Elk Grove, CA 95624
(916) 405-5308

Application Deadline: continuous until filled.